

State of Maine
VENDOR FORM

For New Vendors & for Updates on Current Vendors

Special Instructions:

PLEASE PRINT CLEARLY

Return this form to:

Department of Education
Attn: Heather Hamlin
23 State House Station
Augusta, ME 04333-0074

*** = MUST BE COMPLETED TO PROCESS**

ONLY ONE NAME/VENDOR PER FORM

New Vendor	Address Change	Multi Address	Name Change	Contact Update	ID # Change
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Social Security Number*

Individual or Sole Proprietor

Federal Taxpayer ID Number*

Corporation

S

Business name in "DBA" field below.

OR
Please fill in ONE.

E

Business name in "Name" field below.

This form will affect all transactions with ALL state agencies.

NEW:*

Remit to Address: Individual or Business Name.

Name*

DBA or C/O

Address*

Tel #*

OLD:

Old number:

Name

DBA or C/O

Address

Tel #

<input type="text"/>	Is this the same name on your Social Security card?
<input type="text"/>	If not, have you told Social Security about your name change?

Acct #	<input type="text"/>
Provider #	<input type="text"/>

Signature*

Contact Name

Print Name or Title

Accounts Receivable Contact Name

Date* (within 3 months)

Phone # if Different or for Contact Info

Vendor Indicators: Enter Y (Yes) For All Categories Listed Below That Apply To This Vendor

Dealer:	<input type="text"/>
Jobber:	<input type="text"/>
Individual:	<input type="text"/>
Minority:	<input type="text"/>

Manufacturer:	<input type="text"/>
Retailer:	<input type="text"/>
Partnership:	<input type="text"/>
Small Business:	<input type="text"/>

Factory Rep:	<input type="text"/>
Commodity:	<input type="text"/>
Incorporated:	<input type="text"/>
In-State:	<input type="text"/>

Information on State Agency Submitting Vendor Form

DOE **23**
State Agency* & SHS #

Heather Hamlin - Administrative Assistant
Contact Person Name & Title*

204 624-6746
Telephone #*

Send to: Office of the State Controller, 14 SHS, Augusta, ME 04333-0014 Att: Vendor Update

May-04